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Executive Registry

04-2465

**OFFICE OF THE DIRECTOR**

Action Memorandum No. A-372

Date 13 APR 1964

TO : Deputy Director (Science & Technology)

SUBJECT : End-Of-Year Ceiling Control for Temporary, Part-time,  
and Foreign National Personnel

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1. Instructions from the Bureau of the Budget this year included a new policy of establishing an end-of-year ceiling on the number of Temporary, Part-time and Foreign National personnel that the Agency may employ. The Bureau's instructions further state that under no circumstances should employment be permitted to reach a point where end-of-year strength would exceed this ceiling. The approved ceiling is lower than the number requested by the Agency in its budget submission.

25X1 25X1 2. To ensure that the Agency does not exceed its reduced end-of-year ceiling for these personnel categories, it becomes necessary to allocate ceilings to each Deputy Directorate. Accordingly, the end-of-year ceiling for the Science & Technology Directorate is established at ☐. This represents a reduction of ☐ from your budget estimate of ☐ and consists wholly of the reduction resulting from the cancellation of the summer-only employee program this year. You are authorized to allocate this ceiling among your components in relationship to the priorities you attach to your various programs. Your end-of-year strength for these categories, in total, must be within this ceiling.

3. In order that I might be kept apprised of the progress you are making toward meeting the reduced end-of-year ceiling objectives, you will submit to the Office of Budget, Program Analysis and Manpower one report as of 30 April 1964 and another as of 30 June 1964

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which will indicate the distribution of non-permanent ceiling among your components and the on-duty strength charged against these ceilings.

4. As a result of lower staff ceiling authorizations, components may be inclined to give more consideration to the employment of contract personnel who may be exempt from both permanent and non-permanent ceiling count. The Director will not condone the use of the contract mechanism for the purpose of increasing personnel strength levels outside the framework of allocated ceiling strengths, either in the US or abroad. The President has specifically enjoined the Heads of all Departments and Agencies to avoid using this kind of authority to evade compliance with the employment levels which have been established for each government agency.

(S) Lyman B. Kirkpatrick

Lyman B. Kirkpatrick  
Executive Director-Comptroller

cc: D/Personnel

BPAM/ [ ] film (3 April 1964)

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